

## FF Special Retirement Coverage

Standard Position Description (SPD)# F204

Certification of CSRS Secondary-Administrative (FF) coverage approval for the above SPD can be found in the signed OPM general coverage certification letter dated 07/29/91.

Certification of FERS Secondary-Administrative (FF) coverage approval for the above SPD can be found in the signed DOI general coverage certification sheet dated 10/02/91.

# POSITION DESCRIPTION (Please Read Instructions on the Back)

1. Agency Position No.  
F204

## 2. Reason for Submission

☐ Redescription  
☐ Reestablishment

☒ New  
☐ Other

## 3. Service

☐ Hdqrs. ☒ Field

## 4. Employing Office Location

## 5. Duty Station

## 6. OPM Certification No.

Explanation (Show any positions replaced)

## 7. Fair Labor Standards Act

☐ Exempt ☒ Nonexempt

## 8. Financial Statements Required

☐ Executive Personnel Financial Disclosure ☐ Employment and Financial Interests

## 9. Subject to IA Action

☒ Yes ☐ No

## 10. Position Status

☒ Competitive  
☐ Excepted (Specify in Remarks)  
SES (Gen.) ☐ SES (CR)

## 11. Position is:

☐ Supervisory  
☐ Managerial  
☒ Neither

## 12. Sensitivity

☒ 1-Non-Sensitive ☐ 3-Critical Sensitive  
☐ 2-Noncritical Sensitive ☐ 4-Special Sensitive

## 13. Competitive Level Code

## 14. Agency Use

15. Classified/Graded by	Official Title of Position	Pay Plan	Occupational Code	Grade	Initials	Date
a. U.S. Office of Personnel Management						
b. Department, Agency or Establishment						
c. Second Level Review	Range/Forestry Technician*	GS	455/462	06	JP	11/21/90
d. First Level Review						
e. Recommended by Supervisor or Initiating Office	Range/Forestry Technician*	GS	455/462	06	mlh	05-25-90

## 16. Organizational Title of Position (if different from official title)

Maps and Records Officer

## 17. Name of Employee (if vacant, specify)

## 18. Department, Agency, or Establishment

DEPARTMENT OF THE INTERIOR

## c. Third Subdivision

## a. First Subdivision

Bureau of Land Management

## d. Fourth Subdivision

## b. Second Subdivision

## e. Fifth Subdivision

## 19. Employee Review—This is an accurate description of the major duties and responsibilities of my position.

Signature of Employee (optional)

Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the

knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

## a. Typed Name and Title of Immediate Supervisor

## b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)

L. BARKOW Ch Fire & Aviation

Signature

Date

Signature

Date

(signed) L. BARKOW

JAN 18 1990

## 21. Classification/Job Grading Certification. I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.

## 22. Position Classification Standards Used in Classifying/Grading Position

GS-455/462

## Typed Name and Title of Official Taking Action

JULIET D. POWELL

Personnel Management Specialist

Signature

Date

Juliet D. Powell 11/21/90

Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.

23. Position Review	Initials	Date	Initials	Date	Initials	Date	Initials	Date	Initials	Date
a. Employee (optional)										
b. Supervisor										
c. Classifier										

## 24. Remarks

SUBJECT TO DRUG TESTING

\*Interchangeable based upon primary vegetation of the unit.

## 25. Description of Major Duties and Responsibilities (See Attached)

Range/Forestry Technician, GS-455/462-6  
Maps and Records Officer  
Position No. F204

### INTRODUCTION

This position is located in a BLM fire suppression organization. The primary purpose of the position is to assist in the compilation and graphic depiction of current/historical fire suppression information. The information is dispersed within the BLM, interagency, and/or to the public media on a regional or state basis.

It has been determined that prior wildland firefighting experience is required to satisfactorily perform the duties of the position.

### DUTIES

A. Responsible for maps and records files within the organization. During fire suppression activity, compiles data and drafts maps and charts to provide the Fire Control Officer/Intelligence Officer with the necessary information to resolve questions regarding land ownership, type terrain, type vegetation, adjacent area situation and land value problems, suppression capability, status of state resources, and prior fire history for the area. Maintains current fire status maps of on-going fires. Inventories supply of maps and charts and orders additional stock.

B. Collates special information on fire activity and suppression capabilities in the state for inclusion in briefings, news releases, and other documents. As assigned, prepares and presents briefings or parts of briefings, news releases, and other presentations.

C. Disseminates intelligence information as assigned.

D. Monitors available suppression resources within the State. Keeps track of equipment, personnel, and aircraft. Maintains inventory of out-of-state resources currently assigned to the State.

E. As assigned, assists in formulating demobilization plans.

F. Performs other duties as assigned such as serving as a logistics dispatcher, initial attack dispatcher, or field dispatcher. During pre- and post-seasons, assists with the maintenance of dispatch guides and cooperative agreements.

### FACTORS

#### Factor 1, Knowledge Required by the Position

Knowledge of fire suppression tactics, methods and procedures sufficient to gather facts and depict information for maps and charts or briefing statements, determine dispatch requirements, or select the appropriate preplanned dispatch guide. It has been determined that prior line firefighting experience is required to satisfactorily carry out the duties of the position.

Knowledge of dispatch functions, general guidelines and procedures. Must have the ability to use preplanned dispatch guides.

Knowledge of fire behavior, fire weather, wildfire line functions, land status maps, fire management plans, resource values, fuel types, environmental conditions, and common uses of firefighting tools and equipment in order to adequately compile and draft fire suppression information and prepare narrative statements for briefing/news releases.

Ability to read land descriptions, plot descriptions on various scale maps, compile specialized fire suppression information and draft maps and charts depicting the specialized fire suppression information.

Ability to use standard dispatch office equipment such as computers, radios, teletype, and facsimile machines.

Ability to communicate effectively orally and in writing. Must have the tact and diplomacy necessary to work with public media officials.

Ability to learn and work with the specialized fire computer programs to access information and update data records.

#### Factor 2, Supervisory Controls

The supervisor defines the scope of the assignment and the results expected. The incumbent takes independent action on routine situations in accordance with established guides and precedents. Deviations from accepted office practices are referred to the supervisor for assistance. Most of the work performed is subject to a cursory review for technical adequacy as it becomes a part of further processes.

#### Factor 3, Guidelines

Guidelines include the fire control manual, BLM and other agency guidelines and directives, dispatch plans, and map and chart procedural guidelines. Minor adaptation of guidelines to make adjustments for varying map scales and distortions may be necessary to meet the requirements of specific projects.

#### Factor 4, Complexity

The complexity of this position varies dependent upon whether multiple fires are occurring, the areas the fires are occurring in, the land status of the fire situation, the various scales and distortions on source maps, and the number of coordinating agencies/publics involved. Most assignments are performed under emergency situations. The type of data assembled depends upon the sensitive nature of the specific fire(s) occurring and the public interest in those fires.

#### Factor 5, Scope and Effect

The primary purpose of this position is to assemble maps and charts to be included in fire intelligence reports and other documents. The work performed contributes to the unit's effectiveness in accurately portraying a wide variety of fire suppression intelligence information.

Factor 6, Personal Contacts

Personal contacts occur with other employees in the Bureau fire suppression organization and managers, other resource specialists, other wildfire federal and state agencies, cooperators, and media representatives. Exposure to members of the news media are generally limited to those times when the supervisor is also present.

Factor 7, Purpose of Contacts

Contacts are for the purpose of giving and receiving information, receiving assignments, providing briefings to supervisor and/or others, and providing assistance to others.

Factor 8, Physical Demands

The primary duties of the position are sedentary in nature. During the fire season, the position demands long hours, varying shifts, and on-call status while away from work. Employee may be assigned to field camps which include living and working at unimproved sites.

Factor 9, Work Environment

Most assignments are performed in an office setting. Fire assignments may subject the employee to fire and smoke situations and extensive low level aircraft travel.